



Green Initiatives:

Recycling/Waste Reduction:

- Installed larger or dual monitors on all work stations to reduce printing needs
- Gave up personal office printers to only use the main office printer
- Recycle office paper, maps, and shredded paper
- Recycle plastic, cardboard, and aluminum
- Recycle print cartridges
- Have a water service to help avoid using plastic water bottles
- Print and copy double sided as much as possible
- Each person has own water and coffee cup to avoid using paper, plastic, and Styrofoam
- Re-use file folders

Energy Efficiency:

- Use fluorescent lights
- Conserve energy by turning off lights when not in rooms
- Use lamps or task lighting where possible
- Removed half of the bulbs from lights throughout the office
- Installed fluorescent lighting in the shop area
- Adjust the heat to make office comfortable